



**CONNECTICUT STATE COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB OPPORTUNITY
July 8, 2015**

BOR Research Professional

Open To: The Public
Location: 61 Woodland Street, Hartford, CT
Hours: Part-Time, 20 hours/week
Compensation: Professional 3 (\$25.28 – \$33.52 *per hour based on experience & training*)
(Position is grant funded through September 30, 2017 with no expectation of continuance.)
Closing Date: July 24, 2015

The CSCU Community Colleges have received a \$15,000,000 U.S. Department of Labor TAACCCT grant called the Connecticut Advanced Manufacturing Initiative (CAMI). We invite candidates to apply for this part-time position working at our System's Central Office who have knowledge, experience and a demonstrated record of success in **research, data analysis and reporting** and who also meet the qualifications listed below.

REPRESENTATIVE ESSENTIAL DUTIES INCLUDE:

- Collaborates with internal and external personnel for the purpose of collecting and analyzing data for quarterly and annual reporting as required by oversight agencies and organizations,
- Gathers and prepares audience-specific data, as needed, for the purpose of providing accurate program updates that will be used in presentations, written reports, and meetings with interested parties (e.g. state and local politicians, state and federal department of labor, regional investment boards, SAMAC, etc.),
- Ensure that related and established guideline information (such as U.S. Department of Labor TAACCCT compliance) are disseminated to appropriate audiences when needed or required,
- Serves as the primary backup liaison between the Project Director, the third party evaluator, and the USDOL in regards to evaluation,
- Develops a system to track student participants' academic and employment progress following CAMI grant completion in concert with CTDOL, participating colleges, and BOR employees,
- Develops and maintains electronic and hard copy filing system,
- Organize and present data in various formats including text and graphical, as well as develop templates (as needed) for reporting, and reformatting documents using a variety of software,
- Researches and distributes CAMI related articles and website data regarding best-practices (e.g. credit for prior learning, stackable credentials, developing pathways, etc.) and is responsible for creating a digital library of these materials on the CAMI BlackBoard site,
- Collaborates with the Project Director and college-based faculty and/or staff to gather, format, distribute and/or license all CAMI related curriculum and supporting materials on the SkillsCommons website ,
- Works with the Project Director, Grant Finance Officer, and the Director of Sponsored Projects to accomplish assigned project tasks,
- Performs other essential duties consistent with the general scope of the position

QUALIFICATIONS:

Required qualifications include strong research skills, ability to read and interpret technical instructions, detail-oriented and organized, self-motivated with the ability to work both independently and in a team setting, excellent time management skills, strong interpersonal skills with the ability to be diplomatic and work effectively with diverse audiences, strong computer skills with a working knowledge of spreadsheets, database applications, word processing, desktop publishing, and statistical software packages, ability to acquire knowledge of related and established guidelines (such as U.S. Department of Labor TAACCCT compliance) and disseminate that information, proficiency with Banner or similar SIS and financial application, interest in higher education and its associated fields (e.g. administration, finance, grants, institutional research, adult education, etc.), familiarity with BlackBoard or similar course content application is preferred.

These skills and abilities are normally acquired through a combination of experience and training which includes a Bachelor's degree as well as not less than two years of experience providing data collection and research support, preferably in a higher education setting.

Incumbent will perform their work in an office setting with periodic travel to CAMI partner community colleges or partner sites. The position requires the ability to drive or arrange for alternate transportation. Reasonable accommodation will be made for physical limitations.

APPLICATION PROCEDURE

Applications must be submitted electronically to jobs@ct.edu and must be received no later than **July 24, 2015**. Please reference “**Search #15-018**” on the subject line of all emails.

Please submit the following two (2) attachments with your email:

(1) BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**

(2) Cover letter, resume, and contact information for three professional references in a single Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

Refer to www.ct.edu for more information about the CSCU and our 17 institutions.

Notice of Nondiscrimination:

The Board of Regents for Higher Education does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, transgender status, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Laurie Dunn, Interim Director of Human Resources, 61 Woodland Street, Hartford, CT 06105, 860-723-0253 or by email at dunnl@ct.edu.

The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.